

**Superior Court of California  
County of Solano  
Job Announcement**

**Assistant Operations Manager  
RECRUITMENT # 2016-14**

**Salary: \$68,108 – \$82,786 annually**

**CLOSING DATE: September 16, 2016**

**Job Definition**

Under administrative direction, assists in the overall administration of a major division. This classification is not represented and is exempt from the Fair Labor Standards Act. There is a vacancy in the Civil/Family Law division.

**Essential Functions (Core Competencies)**

- Training employees in work procedures.
- Reviewing work to ensure timeliness and accuracy in the completion of documents, entries into the automated case management system (CMS), entries into the document management system (DMS), and receipting/processing of fines and/or fees, according to legal and operational procedures.
- Evaluating employee's work performance and providing input for performance appraisals and/or plans to improve performance.
- Developing or assisting in the development of procedures and training manuals/materials.
- Serving as Operations Manager during absences.
- Responding to verbal and written queries from the public regarding action taken on submitted legal documents.
- Resolving technical and procedural problems, answering complex and difficult procedural questions related to their assigned unit, applying court policy to resolve issues arising from service to the public.
- Operating a computer and a variety of other office equipment.
- Organizing and managing multiple priorities.
- Performs other related work as required by business needs.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

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### **Knowledge, Skills, and Abilities** – The successful applicant will possess the following (KSAs)

Knowledge of:

- Court functions in a California trial court, operations, procedures and services.
- Legal terminology, forms, documents and procedures, and California statutes governing court procedures and rules.
- Court software systems, including data entry, creating/running reports, and creating/modifying/generating documents with data pulled automatically from the system.
- Correct use of English language, grammar, punctuation, vocabulary, and spelling.
- The variety of learning methods for adults.
- Microsoft Word, Outlook, and Excel.

Ability to:

- Review, interpret, and analyze new legislation and make or recommend necessary changes in business practices, court case management systems, or document management systems.
- Interpret and communicate program policies and procedures to staff and the public.
- Write clearly and concisely.
- Use sound judgment within the framework of policies, procedures, and guidelines.
- Maintain confidentiality of information.
- Work at any Court location, based on business needs, sometimes on short notice.

### **Educational and Work Experience Requirements**

- High school diploma or GED.

AND

- Three (3) years of progressively responsible full-time clerical experience in a California trial court.

### **Desirable Qualifications**

- At least one year of supervisory experience.
- AA/AS or Bachelor's degree in a legal related field.

### **License Requirement**

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

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### **Physical Requirements and Work Environment**

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, and climb stairs. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required and the need to sit and work at a computer for long periods of time. Some bending, stooping, and/or squatting may be required. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

### **Benefits Packages**

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013);
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered by CalPERS), dental insurance (HMO & PPO plans), and vision insurance with generous employer contribution toward premium;
- Supplemental retirement plan (457 deferred compensation plan through CalPERS);
- Flexible spending account for qualifying medical, dependent care or transportation expenses;
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents;
- Sick leave earned at approximately 12 days per year.
- Vacation earned at approximately 10 days per year, increasing to 15 days per year after 3 years, to 20 days after 10 years and 21 days after 20 years.
- Floating holiday of 2 days per year (may be prorated first year)
- Administrative leave of 48 hours per year (may be prorated first year)
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 10 years.

### **Recruitment Process**

To be considered for this position, job applicants are required to complete and official court application.

Official application forms are available on the court's Web site, [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) or application forms may be picked up from the court's human resources department in the Executive Office on the third floor at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes, e-mails or postmarks are not accepted.